

Program B: Office of Management and Finance

Program Authorization: R.S. 36:501

Program Description

The mission of the Office of Management and Finance is to define, procure, and allocate resources necessary to support the activities of the Department of Transportation and Development. This program is the service center that provides financial information, budget preparation and monitoring, data processing, purchasing, personnel services, equal opportunity services, and equipment management to the department to maintain and enhance the overall operations. The program's long range goal is to provide department-wide coordination, communication, personnel and basic resources to accomplish the department's mission. This program has only one activity, Office of Management and Finance.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	574,516	704,600	704,600	531,120	522,001	(182,599)
Fees & Self-gen. Revenues	119,727	151,000	151,000	205,085	205,085	54,085
Statutory Dedications	36,018,028	21,680,703	22,519,130	22,928,153	22,844,514	325,384
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$36,712,271	\$22,536,303	\$23,374,730	\$23,664,358	\$23,571,600	\$196,870
EXPENDITURES & REQUEST:						
Salaries	\$9,978,438	\$10,305,283	\$10,286,920	\$10,439,202	\$10,082,901	(\$204,019)
Other Compensation	15,224	22,000	22,000	22,000	22,000	0
Related Benefits	18,212,386	2,540,853	2,536,506	3,593,226	3,399,494	862,988
Total Operating Expenses	7,243,279	7,979,606	8,047,022	7,968,086	7,896,169	(150,853)
Professional Services	220,937	573,711	1,007,593	573,711	873,711	(133,882)
Total Other Charges	729,745	794,757	1,118,493	918,263	877,232	(241,261)
Total Acq. & Major Repairs	312,262	320,093	333,486	149,870	420,093	86,607
UNALLOTTED	0	0	22,710	0	0	(22,710)
TOTAL EXPENDITURES AND REQUEST	\$36,712,271	\$22,536,303	\$23,374,730	\$23,664,358	\$23,571,600	\$196,870
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	266	266	265	265	266	1
Unclassified	1	1	1	1	1	0
TOTAL	267	267	266	266	267	1

SOURCE OF FUNDING

This program is funded with Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are for space occupied by Civil Service and the Department of Health and Hospitals in the DOTD Annex as well as payments for computer services of the Advantis Information System (Department of Education, Division of Administration, Department of Public Safety, Department of Labor, Department of Social Services and Louisiana State University). The Fees and Self-generated Revenues are from fees for bid lists mailed to contractors. Statutory Dedications are Transportation Trust Fund-Regular and Transportation Trust Fund-Federal. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL	ACT 12	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2000-2001	2001-2002	2001-2002	2002-2003	2002-2003	OVER/(UNDER)
						EXISTING
Transportation Trust Fund - Regular	\$35,096,775	\$20,759,450	\$21,597,877	\$21,974,445	\$21,915,762	\$317,885
Transportation Trust Fund - Federal Receipts	\$921,253	\$921,253	\$921,253	\$953,708	\$928,752	\$7,499
	\$0	\$0	\$0	\$0	\$0	\$0

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$22,536,303	267	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$0	(1)	Act 844 position reduction
\$0	\$838,427	0	Carry forward for contractual agreements for legal services relative to general law, environmental law, collection on hazardous waste clean-up sites, civil suits and construction accounting.
\$0	\$23,374,730	266	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$90,897	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$90,897	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	\$6,367	0	Risk Management Adjustment
\$0	\$149,870	0	Acquisitions & Major Repairs
\$0	(\$320,093)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$838,427)	0	Non-Recurring Carry Forwards
\$0	\$189,599	0	Salary Base Adjustment
\$0	(\$481,600)	0	Attrition Adjustment
\$0	\$284,042	0	Group Insurance Adjustment
\$0	\$3,191	0	Civil Service Fees
\$0	\$218,036	0	Other Adjustments - Capitol Park Security
\$0	\$43,610	0	Other Adjustments - Headquarters Document Management Implementation to eliminate the need for filing cabinets
\$0	\$100,000	0	Other Adjustments - Implementation of DOTD's Security Policy to reduced the State's information risk
\$0	\$200,000	0	Other Adjustments - Network Security Audit and Intrusion Detection System
\$0	\$231,601	0	Other Adjustments - Headquarters Data Switch Upgrade - to upgrade the network connectivity
\$0	(\$247,500)	0	Other Adjustments - Geographic Information System contract duties will be performed by the department
\$0	\$10,000	0	Other Adjustments - Microfilm services increase to the Secretary of State
\$0	(\$100,000)	0	Other Adjustments - Reduce funding for Supplies
\$0	\$103,956	0	Other Adjustments - Maintenance Contracts for DOTD's building
\$0	\$168,732	0	Other Adjustments - Retiree/Surviving Spouse Insurance Increase
\$0	(\$31,308)	0	Other Adjustments - Act 844 position reduction
\$0	\$325,000	0	Other Adjustments - Restoration of Related Benefits
\$0	\$0	1	Other Technical Adjustments - Transfer positions from the Compliance Program in the Secretary's Office

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MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	Net Means Of Financing Substitutions - Means of financing substitution to reduce Interagency Transfer with Transportation Trust Fund Regular due to Civil Service vacating the DOTD building
\$0	\$0	0	Net Means Of Financing Substitutions - Means of financing substitution to increase Fees and Self-generated Revenues and reduce Transportation Trust Fund - Regular for Administrative Costs for port improvements, street improvements and other infrastructural improvements
\$0	\$23,571,600	267	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$23,571,600	267	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$23,571,600	267	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$220,000	To provide professional legal services involving general law, expropriation, environmental law, construction, contract and property matters
\$353,711	To provide professional legal services involving Human Resources, Compliance Programs, and the Secretary's Office of DOTD. Work involves civil service, equal employment discrimination cases & other personnel matters.
\$100,000	Implementation of DOTD's Security Policy to reduced the State's information risk
\$200,000	Network Security Audit and Intrusion Detection System

\$873,711 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$366,630	Legislative auditor expenses for performing audit at DOTD
\$40,000	Recording fees paid to the Clerk of Courts by DOTD for its Capital Outlay Program
\$10,000	Court cost in litigation handled by DOTD and Chief Engineer's Orders to set speed limits, parking regulations and bridge weight limits, as well as court costs for depositions in legal matters

\$416,630 SUB-TOTAL OTHER CHARGES**Interagency Transfers:**

\$42,867	Department of Civil Service and Comprehensive Public Training Program (CPTP)
\$21,860	Treasurer for central depository charges
\$35,000	Secretary of State for microfilm services and duplicate rolls of microfilm
\$40,900	Division of Administration for Office of Information Services and/or equipment
\$98,748	Risk Management Adjustment
\$218,036	Capital Park Security
\$3,191	Civil Service Fees

\$460,602 SUB-TOTAL INTERAGENCY TRANSFERS**\$877,232 TOTAL OTHER CHARGES**

ACQUISITIONS AND MAJOR REPAIRS

\$231,601	Headquarters Data Switch Upgrade - to upgrade the network connectivity
\$38,622	Headquarters Document Management Implementation to eliminate the need for filing cabinets
\$149,870	Replacement of computers and printers, hard drives, monitors, supplies, chairs, file cabinets, calculators, microfilm reader printer, folding machine, intercom system, security camera recorder

\$420,093 TOTAL ACQUISITIONS AND MAJOR REPAIRS